

UPDATED 30 APRIL 2021

Organisations Fund 2022 – 2025: Guidelines

The Organisations Fund 2022 – 2025 (the Fund) is a key part of Queensland Government investment in the arts and cultural sector. The Fund provides multi-year operational funding to Queensland-based organisations that demonstrate a critical role in the sector.

Through this program, Arts Queensland (AQ) provides the foundational investment that enables key companies across the State to deliver artistic outcomes, grow employment opportunities for creative and cultural workers, and engage communities to deliver on the priorities described in [Creative Together: 2020 -2030](#).

The Fund will underpin the achievement of the priorities set out in *Creative Together 2020 – 2030*, including to:

- Elevate First Nations arts
- Activate Queensland's local places and global digital spaces
- Drive social change across the state
- Strengthen Queensland communities
- Share our stories and celebrate our storytellers

The Fund works to realise the vision of *Creative Together 2020-2030*, ensuring the delivery of rich arts experiences that support social and economic outcomes across the state, while focussing on supporting sustainable and agile business models that meet audience demand, embrace innovative delivery models, attract investment and create employment.

Funding through the Organisations Fund 2022 – 2025 is for activities from 1 January 2022 to 31 December 2025 for applicants that audit on a calendar year (or similar) and from 1 July 2022 – 30 June 2026 for applicants that audit on a financial year.

Queensland Government Commitments

In addition to the delivery of [Creative Together 2020-2030](#), the [Queensland Government also has clear objectives for the community](#) built around [Unite and Recover – Queensland Economic Recovery Plan](#), including:

- Safeguarding our health
- Supporting jobs
- Backing small business,
- Making it for Queensland
- Building Queensland
- Growing our regions
- Investing in skills
- Backing our frontline services
- Protecting the environment.

Arts Queensland is committed to realising the ambitions of the Queensland *Aboriginal and Torres Strait Islander Economic Participation Framework*, the *Queensland Cultural Diversity Policy*, the *Queensland Youth Strategy* and the *National Arts and Disability Strategy*.

Applications that include the following target groups as creators, participants or audiences will strengthen the implementation of the Queensland Government's commitments:

- Aboriginal and Torres Strait Islanders
- people from a culturally and linguistically diverse background, including Australian South Sea Islanders
- regional Queenslanders
- people with disability*
- young people (12 – 25 years)
- children (under 12 years)
- older people (over 55 years)

Applicants are encouraged to explore how they might direct their activities to these specific target groups.

For applications that represent they work with Aboriginal and Torres Strait Islander people please provide evidence of adherence to appropriate cultural protocols, and permissions for activities that engage and respect the work of Aboriginal people and Torres Strait Islander people.

**Note: funding recipients are expected to meet all legal obligations in relation to accessibility including access to web content.*

Program objectives

The Fund will support a diverse portfolio of arts and cultural organisations that demonstrate a critical role in Queensland's arts sector.

The Fund's objectives are to:

- support artistic achievement and ambition
- create and grow employment opportunities within the sector
- foster the development of artists and arts workers, and enhance career pathways

- enable new opportunities for the development of, and engagement with, Queensland stories and story tellers
- broaden access to high quality arts experiences for new and existing audiences
- promote entrepreneurial and future-focused business operations.

Key Dates – Full Application

Program Stage	Date
EOI Outcomes Notified:	23 April 2021
Stage 2: Full Applications Open:	30 April 2021
Full Applications Close:	4pm, 1 June 2021
Fund Outcomes Announced:	By 31 August 2021

Program structure

The Fund, across two distinct funding bands, seeks to invest in a range of arts organisation types, including service organisations, peak bodies, presenting or producing organisations, and festivals.

In this iteration of the Organisations Fund, AQ has expanded eligibility within Band 1 to include high quality arts organisations outside of the established not-for-profit model. This program feature seeks to diversify the types of organisations that receive multi-year investment and to strengthen the outcomes delivered by the portfolio.

- **Band 1: from \$60,000 up to \$100,000 per annum (for small or emerging organisations)**
 - Organisations supported under Band 1 may be more experimental or innovative in scope or delivery model, and can include a range of legally constituted companies.
 - Funding provided under Band 1 seeks to support both emerging organisations and those that are new to multi-year funding.
 - Applicants are expected to deliver a program of activity including developing new works and meet a number of Queensland Government priorities without a reliance on unconfirmed project funding.
- **Band 2: from \$100,000 upwards (for not-for-profit arts and cultural organisations)**
 - Funding provided under Band 2 will support established or larger scale organisations that can demonstrate a strong capacity to deliver against a strategic plan, a substantial program of activity including developing new works, and meet a number of Queensland Government priorities without a reliance on unconfirmed project funding.

In submitting a funding request under either band, note that Arts Queensland will **not** fund the majority of an organisation's cash expenditure. The expectation is that applicants can maintain and grow a diversified revenue model to support employment and programming or service delivery outcomes.

As a guide, under past iterations of the Organisations Fund, the investment made by Arts Queensland accounts for, on average, 25% of annual cash expenditure. The proportion of the Fund's investment in the overall cash turnover of each applicant will be considered by the Assessment Panel.

Eligibility

The Organisations Fund 2022 – 2025 is a central component of Arts Queensland's investment portfolio. Organisations that receive support must demonstrate their critical role in Queensland's arts sector, including their ability to grow employment opportunities across the sector, and the alignment of program deliverables with strategic government priorities, most notably the priorities set out in *Creative Together 2020 – 2030*.

Applicant eligibility was initially determined at the Stage One – Expressions of Interest stage.

Applicants determined as successful at Stage One were advised on 23 April 2020, and will be invited to submit a full application as part of Stage Two – Full Application, with eligibility based on the submission of a complete application form and required supporting material prior to the fund closing.

Application process

Stage One – Expressions of Interest: *Completed*.

At Stage One, applicants were required to complete and submit an online Expression of Interest (EOI) form and provide mandatory support material, including:

- statements demonstrating the organisation's ability to contribute to Queensland Government priorities including those outlined in *Creative Together 2020-2030*, and to deliver on the Fund objectives
- a summary of the organisation's recent financial results (including signed audited statements as an attachment), current financial position and future two-year forecasts
- list of key management staff and the Board or governing committee
- a summary about how the leadership of the organisation responded to the disruption caused by the COVID-19 pandemic
- a summary of key achievements of the organisation and examples of recent work over the previous 2 years
- a copy of the organisation's constitution that evidences not-for-profit status (where applicable).

* For Band 1 applicants that do not currently complete a full independent audit, financial statements were required to be accompanied by an independent accountant letter verifying the accuracy and completeness of financial statements.

Stage Two – Full Application

Applicants approved to progress to *Stage Two – Full Application* will be required to submit:

- a strategic plan covering 2022 – 2025 appropriate to the scale of the organisation and the funding request (maximum 20-page plan). Please also include any additional supporting imagery and documentation such as any existing reconciliation action plans, Indigenous participation plans or diversity plans in the support material links provided.
- a detailed program of activity for 2022 and 2023 and a program or service outline for 2024 and 2025 including the anticipated reach and impact of the program, and delivery against Queensland Government priorities including those outlined in *Creative Together*
- for applicants that represent they work with Aboriginal and Torres Strait Islander people please provide supporting documentation that outlines the organisation's approach towards appropriate cultural protocols, and permissions are obtained for activities that engage and respect the work of Aboriginal people and Torres Strait Islander people.
- updated financial forecasts for 2022 or 2022-2023 with supporting notes

The assessment of the Full Application will incorporate all materials submitted through the EOI and the Full Application process.

Assessment criteria

The indicators listed are an example of evidence that demonstrate achievement of each criterion and may vary according to the nature of the organisation's activities.

All EOI and Full Applications will be assessed, within the relevant funding band, against the following, equally weighted, criteria:

Artistic quality or ambition

- Evidences artistic achievement or commitment to strengthen artistic quality or service delivery – as recognised by critics, audiences, communities and artists.
- Contributes to Queensland's cultural reputation and profile nationally and/or internationally
- Demonstrates public value and impact through past programming, activities or services
- Responds to audience or community demand and can situate itself clearly within the arts ecology

Impact

- Demonstrates a strong employment impact, including the capacity to grow employment opportunities over the quadrennial through either business growth or leveraged partnership funding. This should include organisational full-time equivalents and contractual / fee-based engagements

- Provides development opportunities for Queensland artists and creative workers, and demonstrates a commitment to capacity building and legacy outcomes
- Evidences economic, social or tourism impacts of activities or services
- Presents a strong value proposition for government investment

Audience and community reach

- Demonstrates compelling results in audience engagement, clearly articulates strong understanding of current audiences, and strategies to engage new audiences and increase reach — across geographic, cultural or social economic backgrounds
- Engages effectively with diverse communities and/or First Nations communities and can evidence the development, presentation or support of diverse and / or new Queensland stories
- Artistic product and delivery modes are inclusive, accessible and contain the appropriate cultural protocols where applicable.

Future-focused

- Board and management demonstrate the skills to apply innovative or entrepreneurial approaches to future operations and a clear commitment to new ideas
- Responses to the impacts of the COVID-19 pandemic have been agile and collaborative, and demonstrate a commitment to future sustainability
- Evidence of capacity and/or commitment to harnessing data and new technologies to deliver outcomes

Financial viability

- Past financial performance is strong and current financial position is sound (note: the impact of COVID-19 on financial performance will be taken into consideration, however applicants must have a clear strategy for how they will work to ensure future viability)
- Track record in leveraging income from diverse sources is evidenced
- Future budgeting is realistic and appropriate to the scale and impact of the proposed artistic program and reflects the organisation's resourcing
- The governance structure and leadership team demonstrate a strong capacity for financial management in an uncertain and changing environment

Assessment process

Applications to the Fund will be assessed by band, via a two-stage process as follows:

Stage 1 – Expression of Interest: *Complete.*

1. Expressions of Interest submitted online.
2. Assessment and moderation of outcomes by the Peer Assessment Panel.
3. Applicants notified of outcomes.

Stage 2 – Full Application

1. Recommended applicants from Stage 1 will be invited to submit a Full Application.
2. Full Applications are checked by Arts Queensland for eligibility.

3. The Organisations Fund Assessment Panel assesses eligible applications by band against the Assessment Criteria based on art form and industry expertise.
4. The Organisations Fund Assessment Panel meets to moderate assessment outcomes, considering the balancing criteria to achieve portfolio mix, and to make recommendations across Band 1 and Band 2.
5. Recommendations will be provided to the Director General, Department of Communities, Housing and Digital Economy (or delegate) to consider and approve successful applications.
6. Applicants notified of outcomes.

Balancing criteria will be used at the moderation stage to achieve a portfolio mix, and alignment with delivery against the priorities of *Creative Together*, including:

- Artform
- First Nations representation
- Diversity
- Geographical spread of applicants
- Risk profile
- Value for money, including financial need for public funding.

Please note: Arts Queensland may contact applicants via the online system for clarification on information provided in the application.

Important information for applicants

Arts Queensland reserves the right to modify the Fund Guidelines at any time. Applicants will be notified of any changes.

Arts Queensland has received a high number of applications to the Fund across both Band 1 and Band 2, resulting in a highly competitive process. Note: applications meeting all elements of the Assessment Criteria may be recommended by the Organisations Fund Assessment Panel for funding below that requested in the application.

Through the new Band 1 funding category, AQ is seeking to grow opportunities for a wider range of arts organisations to access multi-year funding. In this first iteration of this program structure, it is anticipated that a limited number of Band 1 organisations will be supported.

During the final moderation process utilising the balancing criteria, the Panel will seek to fund a diverse range of organisations that represent all artforms across the State where possible.

Organisations will not be able to hold two overlapping contracts for multi-year funding with Arts Queensland. If successful in being offered funding through the Organisations Fund 2022-2025, those that have an existing multi-year funding agreement with Arts Queensland that includes a funding allocation anytime between 2022 and 2025 will be required to relinquish the existing multi-year funding or decline the new offer of funding.

Arts Queensland's role

Arts Queensland will check eligibility against the published eligibility criteria and will generate financial and data summaries based on EOI and application data to assist the peer assessment panel.

Arts Queensland staff will attend moderation meetings to:

- record moderated comments and scoring outcomes
- provide factual or background information to the assessment panel as requested
- provide support to the assessment panel in matters relating to Queensland Government policies and priorities.

Arts Queensland is committed to ensuring the integrity of the Fund assessment process and ensuring that all applicants receive fair and equitable consideration. A Probity Advisor has been appointed and will provide advice and assistance before and during the assessment process to ensure transparent and equitable decision making.

Submitting your application

Applications will be submitted online at: <https://artsqueensland.smartygrants.com.au/OrgFund2022-2025> For support with technical issues related to the online application, please contact an Arts Queensland Grants Officer by email at investment@arts.qld.gov.au or phone (07) 3034 4016 or toll free 1800 175 531.

Acquittal and reporting requirements for successful applicants

Successful funding recipients will be required to provide an updated detailed budget and program of activities for 2022 prior to completing a funding agreement.

Funding recipients are required to submit progress and outcome reports to Arts Queensland by the deadlines specified in the funding agreement.

As a recipient of significant, multi-year public funding, successful applicants are expected to support the delivery of the key priority areas of *Creative Together*, and other Queensland Government policy initiatives for the community that may change over the period of funding. Delivery of activity in response to these priorities will be incorporated into outcome reporting.

This will include but is not limited to:

- ensuring the organisation maintains strong business and governance practices including adherence to government policies
- ensuring all staff and Board members undertake cultural awareness training within the first twelve months of the funding contract, and a commitment to providing this training during induction of all new staff
- demonstration of appropriate employment outcomes when activities or services target a specific target group (for example demonstrate First Nations employment outcomes if delivering work targeted to First Nations communities or presenting work telling First Nations stories)
- demonstrating appropriate engagement and relevant permissions are gained to undertake First Nations work throughout the funding period.

Client survey

From time to time Arts Queensland conducts client surveys. These surveys are voluntary and may be emailed to applicants. They support continuous improvement of programs and processes. All responses will remain confidential.

Translating and interpreting service

If you have difficulty understanding this information and would like to talk to staff in your first language:

- Phone the Translating and Interpreting service on 13 14 50 during business hours.
- Contact Arts Queensland about speaking with an interpreter.

Contact Us

Further information about the Organisations Fund:

- visit the Organisations Fund webpage
<https://www.qld.gov.au/recreation/arts/funding/organisations/fund>
- phone (07) 3034 4016 or toll free 1800 175 531
- email: organisationsfund@arts.qld.gov.au